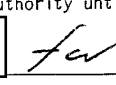


**CONFIDENTIAL**

**SECURITY INFORMATION**

OFFICE OR STAFF <b>TRAINING</b>		OFFICE CODE <b>U</b>	APPROVAL DATE <b>4 June 1953</b>	CONTROL NO. <b>03568A000600030022-8</b>	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	
<u>TRAINING (GENERAL)</u> <u>JR. OFFICER TRAINEE DIVISION</u>			<u>TRAINING (GENERAL)</u> <u>JR. OFFICER TRAINING DIVISION (Note Title Correction)</u>			
Training Officer	GS-1710-9	U-604	Training Officer (Place on T/O after U-603)	GS-1710-14	U-885	
Position reviewed upon written request of Division of Training (4 June 1953)						
This action does not affect T/O Strength.						
NEW OFFICE TOTALS			APPROVAL			
T/O Strength	<input type="checkbox"/>	25X9A2	<p align="center"><b>CONFIDENTIAL</b></p> <p>The changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.</p> <p align="right">  Chief, Class. &amp; Wage Div.         </p>			
			SIGNATURE			
			TITLE			

~~CONFIDENTIAL~~  
~~SECURITY INFORMATION~~

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 4 June 1953

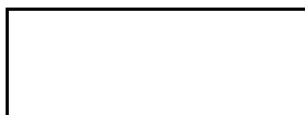
FROM : Director of Training

SUBJECT: Request for a T/O Change - Junior Officer Trainee Division

1. Experience has shown that the position of Training Officer, GS-9, Assistant to the Chief, Junior Officer Trainee Division (JOTD), is inadequate to handle the broad scope of duties and responsibilities necessary in this division. As was initially envisaged, the man in this position was to function as an administrative assistant but certain facts have pointed out the definite need for a Deputy to the Chief, JOTD, preferably a GS-14.

2. We believe that a revision along these lines is well justified in light of the amount of time that the Chief, JOTD, has had to spend out of town on trips related to the selection of qualified Junior Officer Trainees. In addition, the Officer's Candidate School (OCS) facet of this program will continue at an increased rate in the future and will need the attention of an individual working closely with the Chief, JOTD. This function was originally conceived as part of the duties of the Training Liaison Officer (Military) but is more a part of the non-CIA Training activities of the Programs Division, where this man is attached.

3. Therefore, it is requested that position number U604, GS-9, Training Officer, be re-classified to a GS-14, Training Officer, Deputy to the Chief, JOTD.



*for* MATTHEW BAIRD

25X1A9A

25X1

#295  
6/5/53  
